

## MADERA COUNTY

### DIRECTOR OF BEHAVIORAL HEALTH SERVICES

#### DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the functions, operation, and programs of the Department of Behavioral Health Services including general mental health, drug abuse and alcohol treatment services; to interpret and apply complex regulations, laws, and directives; to evaluate programs; and to do related work as required.

#### SUPERVISION EXERCISED

Exercises direct supervision over subordinate staff.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations, and programs of the Department of Behavioral Health Services including general mental health, drug abuse and alcohol treatment and prevention functions; recommends to the Board of Supervisors the provision of services, establishment of facilities and other matters necessary or desirable in accomplishing the purposes of the public mental health system; works effectively with advisory boards and committees; based on policy direction from the Board of Supervisors, sets County mental health system policies and objectives; oversees and participates in the development and implementation of Behavioral Health Services Department goals, objectives, policies and priorities; negotiates provider contracts; monitors, evaluates and reports on the quantity and quality of contracted services; reviews program activities to ensure compliance with applicable Federal, State and local laws, regulations and contract provisions; prepares, recommends, and oversees long and short range planning activities, including coordination of planning activities with those of other political jurisdictions and agencies; represents the Behavioral Health Services Department to the public, community organizations, and other government agencies; receives citizen input on quality of services and responds appropriately to inquiries and complaints; develops and administers assigned budgets, prepares budget requests and control expenditures; submits an annual report to the Board of Supervisors reporting all activities of the programs, including a financial accounting of expenditures and forecast of anticipated needs for the ensuing year; ensures preparation of required documents including the annual Bronzan-McCorquodale Performance Contract; carries out studies appropriate for the discharge of his or her duties; coordinates Department activities with related Federal, State, and local agencies to maximize revenue from these sources and assures the efficient delivery of services; participates on a variety of boards, committees, and commissions; administers Madera County Medi-Cal Managed Care Plan for psychiatric services; selects, directs, supervises, trains, and evaluates assigned staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of mental health and substance abuse programs.  
Principles and techniques of management and program administration.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles, practices and programs related to community mental health, alcohol, and drug programs and sources of funding related to program and services development.  
Pertinent Federal, State, and local laws, codes, and regulations including those governing mental health, drug, and alcohol facilities and services.  
Social and political issues influencing program development and administration.  
Contemporary methods of psychotherapeutic assessment and treatment, and social casework methods and principles.  
Principles and practices of contract administration and evaluation.  
Clients' legal rights.  
Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Behavioral Health Services Department.  
Supervise, train, and evaluate the work of assigned staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Develop and prepare an assigned budget and control expenditures.

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Ability to: (continued)

Prepare clear and concise reports, correspondence and other written materials.

Exercise sound independent judgment within general policy guidelines and general administrative direction.

Negotiate contracts for complex service needs.

Develop complex systems to address administrative challenges.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Seven (7) years of increasingly responsible professional experience in a mental health program, including three (3) years of management and supervisory experience.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in social work, psychiatry, psychology, or a related field.

License or Certificate:

Must possess credentials in accordance with California Administrative Code, Title 9, Section 620 as:  
Psychiatrist; Licensed Clinical Psychologist; Licensed Clinical Social Worker; Marriage, Family and Child Counselor, Master's Level Registered Nurse, or Health Administrator.

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

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Special Requirements:

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

Date: May, 2005